



## LATINO POLICY FORUM

**Position Title:** Director of Education Policy and Research  
**Reports to:** Executive Director  
**Status:** Full-time, exempt

The Latino Policy Forum is a policy and advocacy nonprofit organization dedicated to increasing the power, influence, and leadership of the Latino community through collective action to transform public policies and ensure the well-being of Latinos and society as a whole throughout the Chicago metropolitan region. In the area of education, the goals of the Forum are to enable more Latino children to receive quality early childhood education and improve educational outcomes for Latino children in grades K-12 in order to reduce the education achievement gap.

**Basic function:** Under the direction of the Executive Director, coordinate and oversee the implementation of the Forum's education agenda and goals to advance quality educational opportunities, programming, and access for Latino children from birth to grade 12. This position requires a great deal of flexibility and drive, the ability to manage multiple priorities, and positive team management skills. This position provides an invaluable opportunity to be immersed in and affect educational improvement as it relates to the Latino community in the greater Chicago area.

### Major responsibilities:

Manage a team of experts in birth-to-three, early childhood, and K-12.

- Develop and implement policy proposals and execute advocacy strategies and initiatives to advance the organization's education agenda.
- Influence policy development and implementation through legislation, rule-making, resource allocation and stakeholder engagement.
- Design, conduct, and coordinate the production of internal and external communications, including policy briefs, policy analysis, fact sheets, press releases, and meeting reports.
- Design, conduct, and coordinate research, reports, and analysis.
- Develop and implement strategies and processes that engage community members and parents to increase their effective participation in their children's education and policy development.
- Monitor status of emerging policy initiatives and reforms at the federal, state, and local levels.
- Oversee the planning and coordination of education specific events, meetings, conferences, and/or workshops.
- Establish and maintain strategic partnerships and relationship and serve as a key liaison to educational stakeholders and policy makers.
- Other duties as assigned.

### Qualifications:

- Master's degree in education or related field; PhD and some teaching experience preferred.
- Minimum of seven years experience in education work; nonprofit and/or work in the Latino community a plus.
- Superior communications and interpersonal skills. Bi-lingual a plus. Experience in public speaking and working with schools, businesses, institutions, foundations, and community leaders individually and in groups.
- Demonstrated leadership/supervisory skills within an organization.
- Technologically skilled; experience with all Windows and Microsoft Office applications.

**NO PHONE CALLS** Please send or email cover letter, **one-page** writing sample, and resume to:  
 Education Director Search

10/11/11  
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